HARDLEY RUNNERS

Job Description – CC6 Captain

Post currently held by

Matt Casey/Roger Morgan (2024/25)

What is the CC6 league?

The CC6 Race League consists of 7 cross country events held throughout the winter season on Sunday mornings at 09:30. They are only open to the clubs which are members of the league.

Roles

- Ensure that Hardley Runners fields the best available men's and ladies' teams for each CC6 race.
- Attend the annual CC6 meeting (usually August straight after the IBM RR10 race) to decide dates and venues for CC6 races and any changes to clubs, rules etc.
- Create a CC6 poster advertising dates and venues of the races and pass to Chris Harris or Mick Anglim to put on Hardley board at Applemore Leisure Centre.
- Email Webmaster to display CC6 dates and venues on Hardley website.
- One week before each CC6 (except our own) send out reminder email via the membermojo email system to club members giving details of race and time to meet at Applemore Leisure Centre for lift sharing.
- Attend all events where possible and arrange recording of Hardley names and finish positions for each. Also bring the CC6 equipment along (spare vests, clipboard with runners record sheet, club flag and tent).
- Compile Club results in the provided Excel template and email them to the CC6 results processor (currently Patrick Stumpf, patrice.stumpf@gmail.com) by 5 pm on race day.
- Also email the results along with any photos taken and a brief summary of the event to the club webmaster for the results web page.

Hardley's own CC6 Event

- Plan a route for race of between 4 and 5 miles and mark on a map.
- Ensure that the date and venue is provided to Forestry Commission (FC) Liaison Officer (currently Mick Anglim) as a Block Permit application is made for all Forest CC6 venues.
- At least 3 months prior to race date, liaise with Forestry Commission Liaison Officer (currently Mick Anglim) to ensure that a Permit application is made to the Forestry Commission.
- Apply for Cross Country Race Permit (you need to send a map of route) and complete a Risk Assessment questionnaire.
- Liaise with First Aid provider selected by the CC6 League.
- A minimum of a month before the event start to recruit marshals and other race helpers.

- When head marshals have been appointed, arrange to meet them at venue to familiarise them with the route, decide marshalling points and which sections of the route each will be responsible for.
- Between one and two weeks before the race display posters around Dibden Inclosure entrances notifying the public of the event. This is a requirement of the FC Permit.
- A week before the race finalise marshalling and helpers list and instructions, email all volunteers attaching course map and Injured Runners info sheet.
- A few days before the race arrange collect the gate key from the Forestry Commission (Queens House, Lyndhurst) to allow for car parking at the venue (a £30 deposit is payable on collection of the key which is refunded upon return).
- Arrange to meet main helpers at club lock up garage in Netley View to collect necessary equipment (gazebos, megaphone, start and finish banners, stakes, tape, signage, plastic cups, bibs, etc.)
- Arrange water containers and buy biscuits for race finish. Ensure there are two sets of raffle tickets to hand for male and female finishers.
- Late evening before race day put out traffic cones to stop people parking in car parking exit.
- Early on race day put out direction signs on the Applemore and Dibden Purlieu roundabouts and on the inclosure entrance. To ease parking around the inclosure tracks it works well to direct those not car sharing to park in Dibden Purlieu (a parking map has been created to show this).
- At the start/finish area erect gazebos, set up drinks/cakes table, start and finish signs and finish funnel.
- Liaise with First Aiders and provide them with a course map.
- Arrange for Head Marshals to take out their groups onto the course.
- Arrange for a Race Starter and give them a charged megaphone.
- After the race ensure the course is clear of any signs/tape and that the start/finish area is litter free.
- Remove any direction signs and secure gates when all cars have gone.
- During following week return equipment to lock up and key to Forestry Commission.

Contact me if you have any questions or need any help

Updated February 2018